

SUBORDINATION REQUEST FORM

Please provide the information requested below so that your request for subordination from the Department of Neighborhood Development may be expedited. The Department reviews requests for subordination on an individual basis. **There is no guarantee that requests for subordination will be granted—please check the Terms and Conditions of your loan.** (NOTE: Additional documents may be requested as necessary).

Homeowner(s) Name(s): _____ Date Requested _____

Property Address: _____

Day Phone: _____ Evening Phone: _____

City's Mortgage Amount: _____ Date Executed: _____

Date Recorded: _____ Recorded in Book _____ at Page _____

If Registered Land, Document # _____ and Certificate of Title # _____

If you are seeking to refinance an existing mortgage, please provide the following information:

1st Mortgage Amount: _____ Outstanding Balance: _____ Interest Rate: _____

2nd Mortgage Amount: _____ Outstanding Balance: _____ Interest Rate: _____

3rd Mortgage Amount: _____ Outstanding Balance: _____ Interest Rate: _____

*New Interest Rate and Terms: _____

Fees (\$ amt. and type) ex. Pre-payment penalties _____

New Loan Amount: _____ Credit Score: _____ Rate Expiration Date _____

If you are applying for a home equity/improvement loan, please provide the following information:

Amount applied for: _____ Interest rate, terms, cap.: _____

DESCRIPTION OF HOW MONEY WILL BE USED: _____

The following mortgage(s) will be superior to the City's mortgage after subordination:

Exact Name of Lender (Mortgagee): _____

Loan Amount: _____ Terms: _____

Present Appraised Value of Property: _____ Appraisal supplied by: _____

New Lender Contact Name: _____ Phone #: _____

Closing Attorney and/ or Paralegal for Lender: _____ Phone #: _____

Fax #: _____ Email: _____